1. Reached out to vendors and customers to verify information and follow up on client issues.
2. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
3. Organized budget documentation and tracked expenses to maintain tight business controls.
4. Prepared month-end closing entries for detailed reporting and recordkeeping.
5. Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.
6. Assessed data and information to verify entry, calculation and billing code accuracy.
7. Generated and submitted invoices based upon established accounts receivable schedules and terms.
8. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
9. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
10. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
11. Assisted with month-end closing processes and verified journal entries.
12. Developed and analyzed various budgets and performed financial statement analysis.
13. Create routine financial reports, including [Type] and [Type].
14. Prepared research reports on stock bonds and mutual funds as assigned by supervisor.
15. Assisted with account reviews and preparation for account reviews.
16. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
17. Reported financial data and updated financial records in ledgers and journals.
18. Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
19. Used advanced software skills to produce high-quality documents, reports and presentations.
20. Input financial data and produced reports using [Software].